Welcome to the IFSQN FSSC 22000 Food Safety Management System Implementation Package Start Up Guide which will guide you through the contents of the package. This updated 2022 Package includes:

Food Safety Management System Procedures
A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format

Prerequisite Programme Template Procedures
A comprehensive set of editable Prerequisite Programme Template Procedures written in Microsoft Word format

Food Safety Record Templates

Training
An extensive set of IFSQN PowerPoint Training Presentations

Implementation Assistance
A range of tools that assist in developing your Food Safety Management System including instructions, guidance and Free technical support

Click here to order the IFSQN FSSC 22000 Certification Package Now

When you download the package, you will find this start up guide and 5 folders containing the package documents:
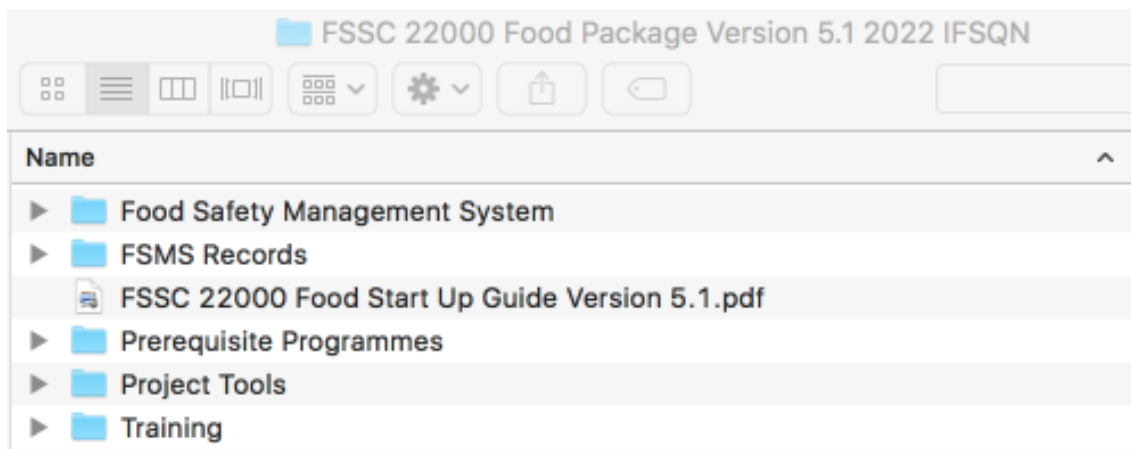
Your first job is to buy a copy of:
ISO 22000 Food safety management systems -- Requirements for any organization in the food chain
and
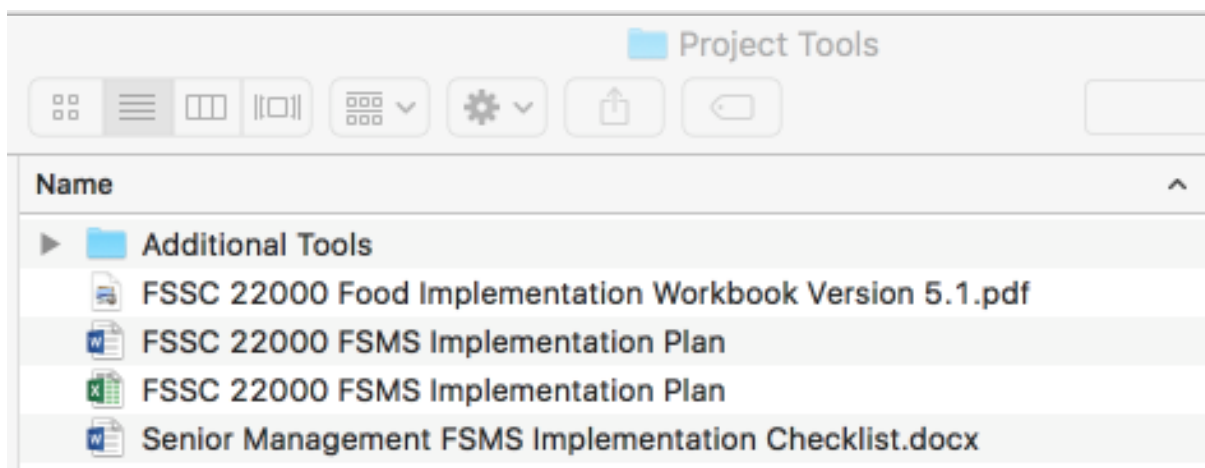**ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing**
Standards from ISO.

Also download CODEX RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE (free to download)

Also download the FSSC 22000 Certification Scheme Version 5.1 documents (free to download)

Start by opening the Project Tools folder:

There is the **FSSC 22000 FSMS Implementation Plan** which can be used to plan the development of your Food Safety Management System

Excel and Word Project Planner template copies are supplied.

The main document in the folder is the New FSSC 22000 Food Implementation Workbook Version 5.1

This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
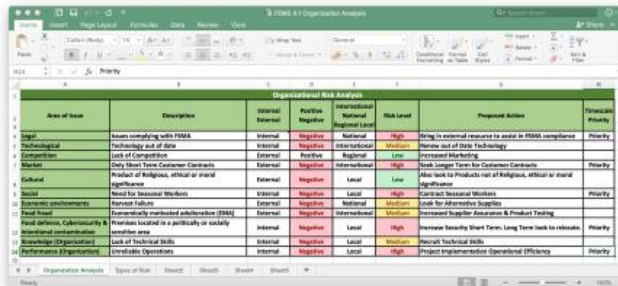- ✓ Step Seven: Final Steps to ISO 22000 Certification

The workbook includes extensive Top Management and Food Safety Team Implementation Guidance

ISO 22000 Food Safety Management System Implementation Workbook

Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:

The FSMS 4.1 Organization Risk Analysis Tool allows Top Management to summarise the Analysis by Area of Issue; Description of Issue; Whether Internal or External; Whether Positive or Negative; Whether International, National, Regional or Local; Risk Level; Proposed Action; Timescale and Priority.

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The Implementation Workbook includes a final Self-Assessment Checklist to ensure that you meet the requirements of ISO 22000, ISO 22002-1 and FSSC 22000 Certification Scheme Additional Requirements.

ISO 22000 Food Safety Management System Implementation Workbook

Assess the Food Safety Management System

The Steering Group need to allocate responsibility to assess if the established Food Safety Management System meets the requirements of the ISO 22000 standard, TS ISO 22002 and CODEX Guidelines using the checklists provided.

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
4 Context of the organization	
4.1 Understanding the organization and its context	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? *See notes from the standard.*	
4.2 Understanding the needs and expectations of interested parties	
To ensure that the organization has the ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements with regard to food safety, has the organization determined:	
- the interested parties that are relevant to the Food Safety Management System?	
- the relevant requirements of the interested parties of the Food Safety Management System?	
Does the organization identify, review and update information related to the interested parties and their requirements?	
4.3 Determining the scope of the food safety management system	

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ISO 22000 Food Safety Management System Implementation Workbook

Has the organization determined the boundaries and applicability of the Food Safety Management System to establish its scope?	
Does the scope specify the products and services, processes and production site(s) that are included in the Food Safety Management System?	
Does the scope include the activities, processes, products or services that can have an influence on the food safety of its end products?	
When determining this scope, has the organization considered:	
- the external and internal issues referred to in 4.1?	
- the requirements referred to in 4.2?	
Is the scope available and maintained as documented information?	
4.4 Food safety management system	
Has the organization established, implemented, maintained, updated and continually improved the Food Safety Management System	
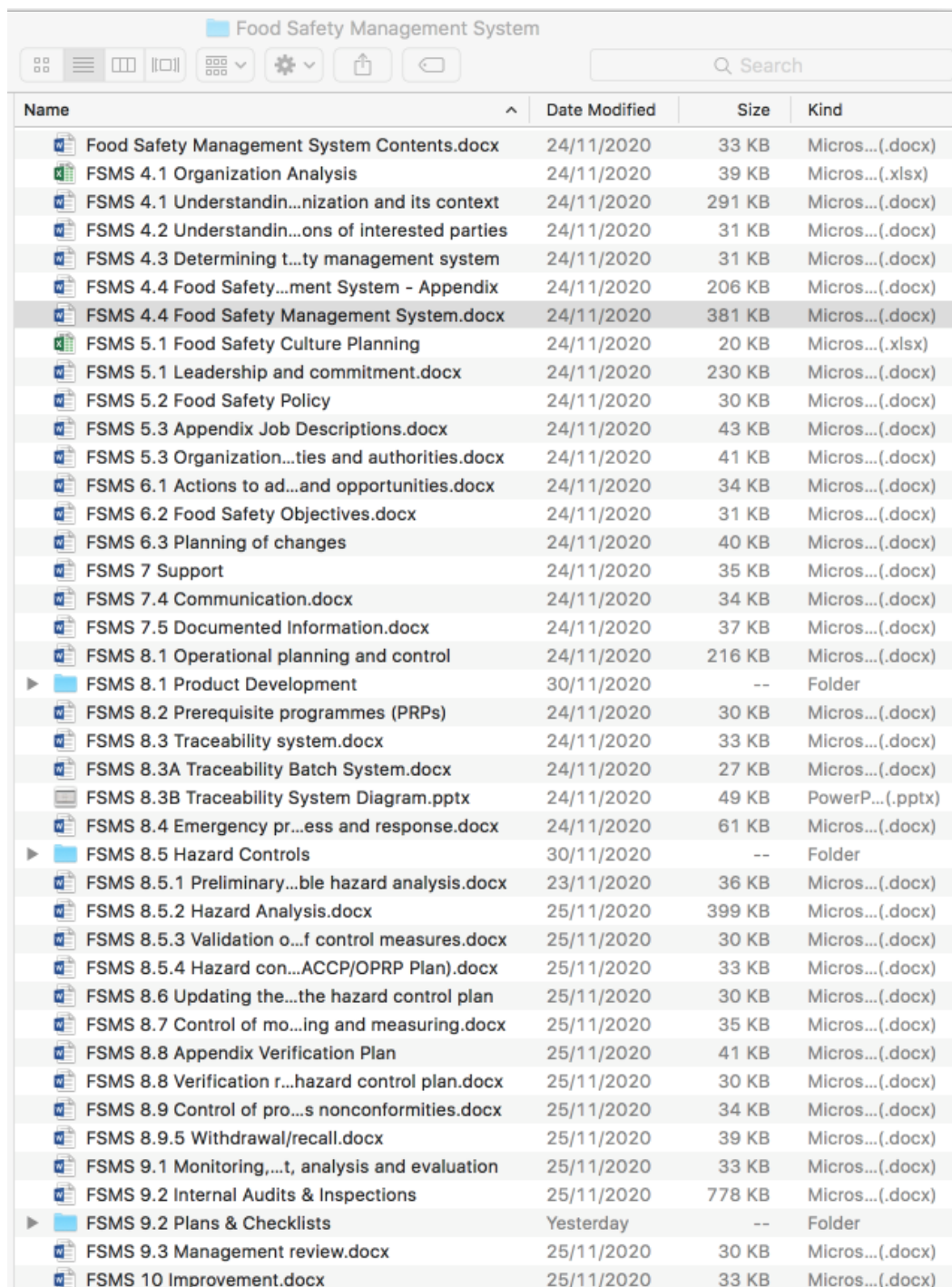
There is also the Additional Tools folder to open:
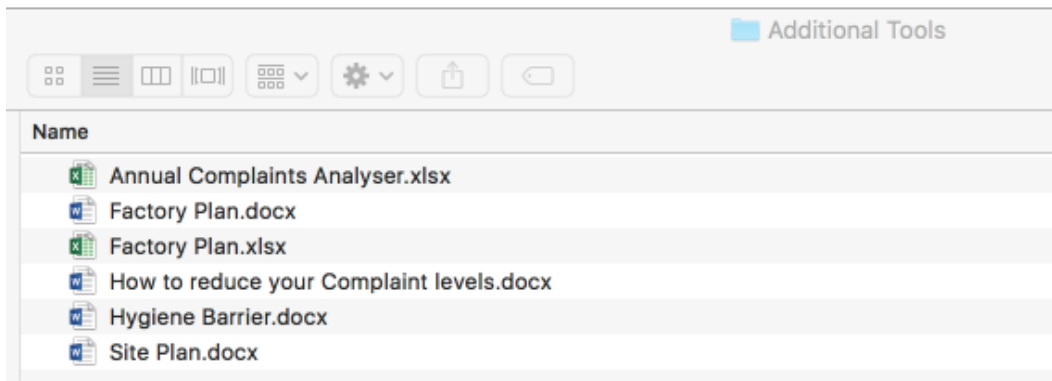
The tools are self-explanatory and include an Annual Complaints Analyser

Juice Company Annual Complaint Analyser

Complaints per Million Units by Product flavour, Size and Complaint Category

Complaint Type		Strawberry			Blackcurrant			Banana			Raspberry		
		250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml
Off Type	Sickness	1.73	1.78	1.00	0.43	4.03	2.00	3.20	1.00	0.56	0.74	0.13	1.20
	Taste	1.40	1.50	1.57	0.63	3.50	2.33	2.53	1.15	0.64	0.69	0.27	0.72
	Quality	1.00	1.17	1.43	0.61	3.23	2.40	2.83	0.90	0.39	1.07	0.77	0.63
	Sour	1.80	1.25	1.30	0.54	2.80	2.33	2.73	1.23	0.61	0.98	1.08	0.35
	Off	1.57	1.19	0.98	0.53	2.80	2.47	2.93	1.54	0.90	1.17	1.35	0.65
Packaging	Poor Seal	2.13	1.97	1.22	0.58	2.60	2.50	2.80	1.92	1.14	1.02	1.17	0.68
	Tamper Evident Tab	1.97	2.11	1.15	0.53	3.13	2.33	2.97	1.75	0.90	1.00	0.80	0.97
	Packaging	1.63	1.61	1.33	0.58	2.30	1.90	2.37	1.83	1.10	1.13	0.52	0.42
Foreign Body	Hair	1.17	1.42	1.08	0.50	1.97	2.03	2.50	1.02	0.54	1.72	1.27	0.50
	Metal	3.60	1.97	1.00	0.38	1.97	1.90	2.47	1.96	1.22	0.57	0.97	0.17
	Glass	0.53	1.44	0.90	0.61	3.40	2.50	2.80	1.52	1.06	1.39	0.85	1.40
	Paper	2.80	2.67	1.75	0.68	3.30	2.57	2.17	1.50	0.86	0.91	0.65	0.62
	Plastic	0.87	0.86	0.88	0.46	2.93	1.97	2.80	1.02	0.53	1.24	0.63	0.85
	Stone	1.23	0.89	1.62	0.71	2.70	2.60	2.43	1.50	0.85	0.80	0.87	0.28
	Cardboard	1.37	1.61	1.15	0.56	3.00	2.53	2.67	1.10	0.57	1.56	1.60	0.67
	Bone	3.23	1.78	0.93	0.40	1.77	2.00	2.47	2.00	1.26	0.69	1.07	0.27
	Insect	0.47	1.61	0.97	0.68	3.33	2.50	2.83	1.90	1.42	1.72	1.15	1.20
	Wood	4.07	3.72	1.70	0.49	3.50	1.90	2.37	1.52	1.03	0.57	0.38	0.40
Other	Other	0.40	0.67	0.60	0.40	2.17	0.80	2.00	1.75	1.33	2.00	0.20	0.40
	Units Sold	30000000	36000000	60000000	120000000	30000000	30000000	30000000	48000000	72000000	54000000	60000000	60000000
	Complaints Per Million Units	30	29	23	11	53	44	54	27	16	20	17	13

The next folder to open is the Food Safety Management System folder

The Food Safety Management System Package contains comprehensive top level Food Safety Management procedure templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

There is comprehensive product development documentation:

Product Development

Name
FPSPEC 001 Whole Milk Summer Fruit Bio Yoghurt 100g Specification.docx
FPSPEC 002 3.5% UHT Milk Specification.docx
FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx
NPD 001 Product Development Plan.docx
NPD 002 Product Development Brief Sign Off Form.docx
NPD 003 Artwork Approval Form.docx
NPD 004 Market Review Form.docx
NPD 005 Project Request Form.docx
NPD 006 Development Recipe Sheet.docx
NPD 006 NPD Costing Form.docx
NPD 007 Taste Panel Form.docx
NPD 008 Factory Trial Assessment Form.docx
RMS 001 Milk Powder Specification.docx
RMS 002 Refined White Sugar Specification.docx
RMS 003 Cocoa Powder Specification.docx
RMS 004 Chocolate Specification.docx
RMSP 001 Fruit Conserve Sample Plan.docx

Product Development Plan

Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage	Yes/No	Date	Signed
New Product Development Manager			

Stage 2	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Technical against the Spec			

Document Reference Product Development Plan NPD 001
Revision 1 31st August 2017
Owned by: Product Development Manager
Authorised By: General Manager

Page 1 of 9   607 Words   75%

The next folder to open is the FSMS 8.5 Hazard Controls Folder
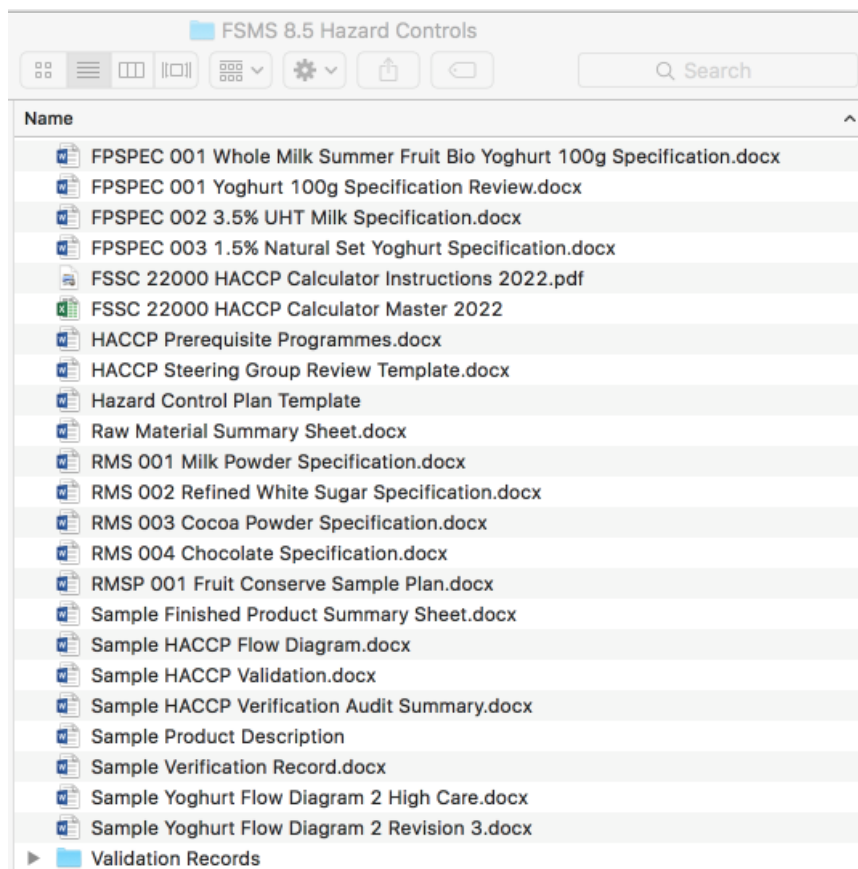
The HACCP System is defined in the following Food Safety Management System documents:

FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
FSMS 8.7 Control of monitoring and measuring
FSMS 8.8 Verification related to PRPs and the hazard control plan
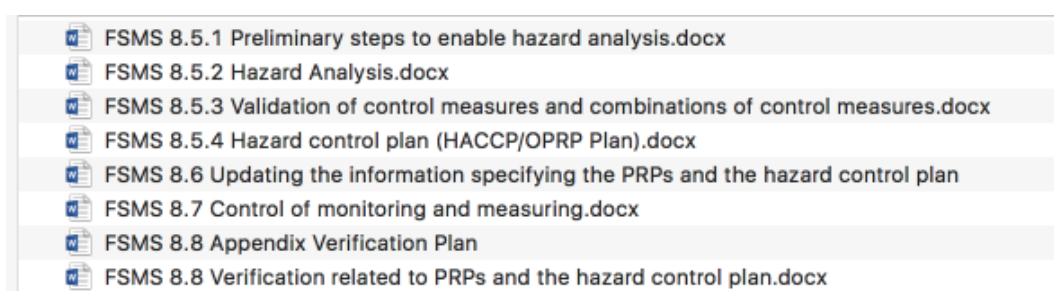
The FSMS 8.5 Hazard Controls folder contains supplementary ISO HACCP Manual documents, the **HACCP Calculator ISO 22000 2022** & Instructions.

The Food Safety Team should see the relevant Training presentations and read the HACCP Calculator ISO 22000 2020 Instructions before using the HACCP Calculator ISO 22000 2022.

How does the ISO 22000 HACCP Calculator help?

The ISO 22000 HACCP Calculator assists the Food Safety Team in implementing a Hazard Control System compliant with ISO 22000 Section 8.5 Hazard control from Process Flow Steps to the Hazard Control Plan including:

- ✓ 8.5.2 Hazard analysis
- ✓ 8.5.2.2 Hazard identification and determination of acceptable levels
- ✓ 8.5.2.3 Hazard assessment
- ✓ 8.5.2.4 Selection and categorization of control measure(s)
- ✓ 8.5.4 Hazard control plan (HACCP/OPRP Plan)

The ISO 22000 HACCP Calculator provides the Food Safety Team with a system to assess each of the control measures selected and formulating a Hazard Control Plan of Critical Control Points and Operational Prerequisite Programmes as per the new requirements in ISO 22000:2018 and in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition HACCP System and Guidelines for its Application.

The decision-making process and results of the selection and categorization of the control measures is maintained as documented information by the ISO 22000 HACCP Calculator.
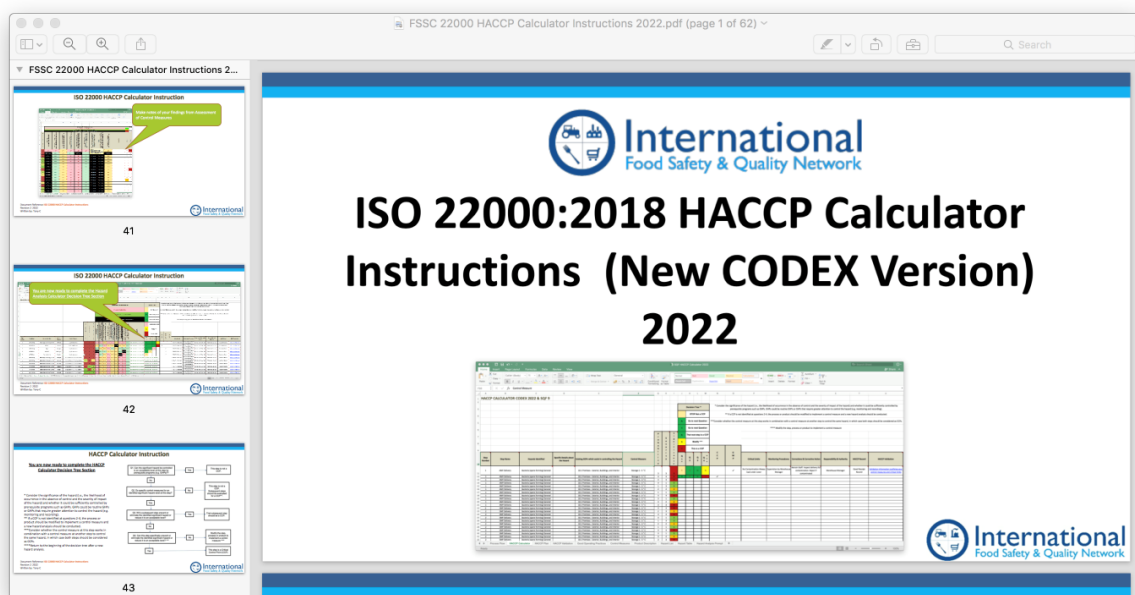
There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing:

PRP 4.1 Design and Construction of Buildings
PRP 4.2 Environment Prerequisite Programmes
PRP 4.3 Site Location and Standards
PRP 5.1 Layout of Premises and Workspace
PRP 5.2 Internal Design and Layout
PRP 5.3 Internal Structure
PRP 5.4 Equipment Design and Location
PRP 5.5 Laboratory Facilities
PRP 5.5 Laboratory Manual
PRP 5.6 Temporary Structures and Vending Machine Facilities
PRP 5.7 Storage
PRP 6.1 Site Services
PRP 6.2 Control of Water Supply
PRP 6.3 Control of Boiler Chemicals
PRP 6.4 Control of Air Supply
PRP 6.5 Control of Compressed Air and Gases
PRP 6.6 Lighting
PRP 7.1 Waste Management
PRP 7.2 Waste Container Management
PRP 7.3 Waste Disposal
PRP 7.4 Drainage Systems
PRP 8.1 Equipment Prerequisite Programmes
PRP 8.2 Equipment Hygienic Design
PRP 8.3 Food Contact Surfaces
PRP 8.4 Monitoring Equipment
PRP 8.5 Equipment Cleaning
PRP 8.6 Maintenance Prerequisite Programmes
PRP 8.6 Appendix Maintenance Procedure
PRP 9 Supplier RA
PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 9.4 Food Fraud Prevention
PRP 9.4A Food Fraud Assessments
PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control
PRP 10.3 Allergen Management System
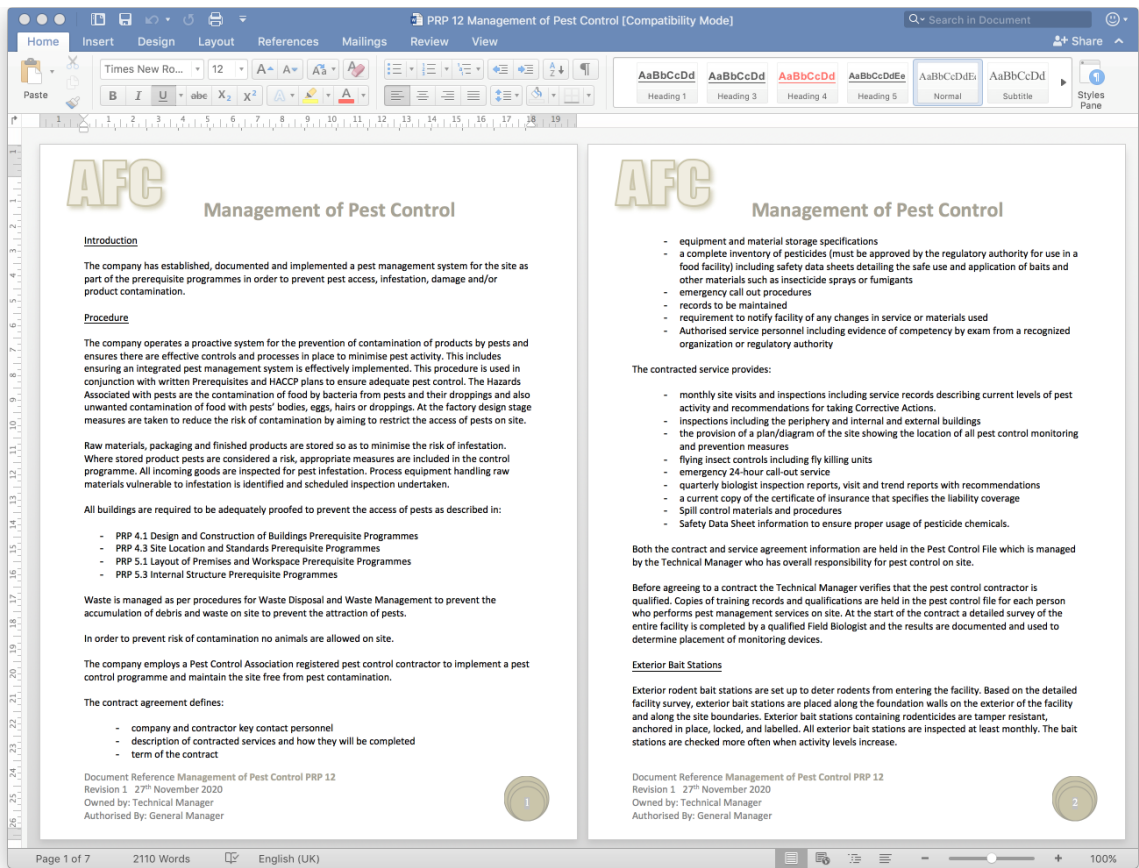
There also corresponding Sample Verification Records.
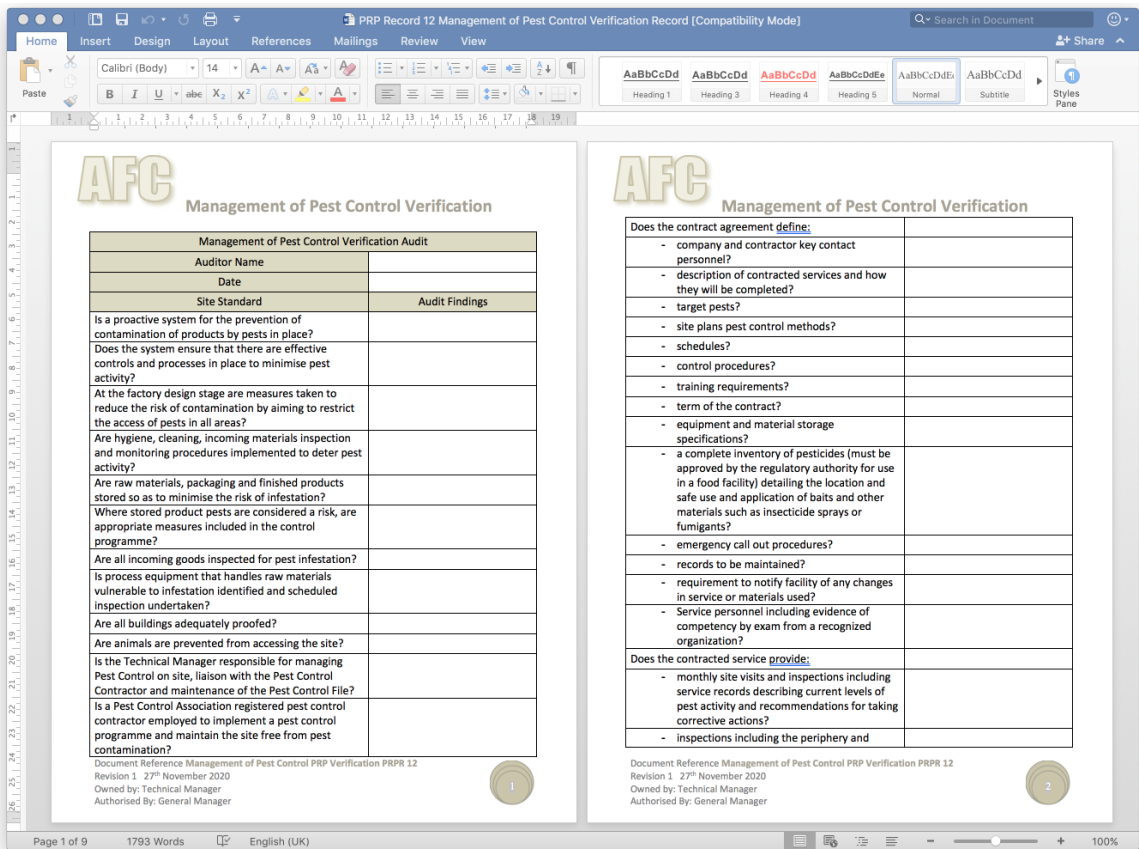
<u>Open the Operational PRPs Folder</u>
<u>(It is in the Prerequisite Programmes Folder with the PRP Documents)</u>

Here you will find Sample Operational PRPs, Validation & Verification Records

Monitoring of Cleaning Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure	Positive release of food contact equipment after cleaning by ATP swab		
Validation Methods	**Applicable**		**Comments**
	Yes	**No**	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/12/19.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference OPRPV 10 Monitoring of Cleaning Validation
Revision 0   27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

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The next three folders contain supplementary documentation and tools to assist with specific Prerequisite Programmes
(They are all in the Prerequisite Programmes Folder with the PRP Documents)

Open PRP 10.3 Allergen Management System Folder

There is comprehensive allergen management documentation and the Allergen Management Tool which assist PRP 10.3 Allergen Control:

The next folder to open is the PRP 9 Supplier RA Folder

There are Supplier Assurance Documents and Supplier Risk Assessment Calculator to supplement:

PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 9.4 Food Fraud Prevention
PRP 9.4A Food Fraud Raw Material Assessment Calculator

The next folder to open is PRP 5.5 Laboratory Manual Folder

This folder contains the Laboratory Quality Manual plus other documentation pertinent to Product Sampling, Inspection and Analysis.

FSSC 22000 Certification Scheme Additional Requirements Version 5.1 2.5.1 Management of Services and Purchased Materials include the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including both internal and external laboratories as applicable) using validated test methods and best practices. An example given is certification to international standard ISO 17025.
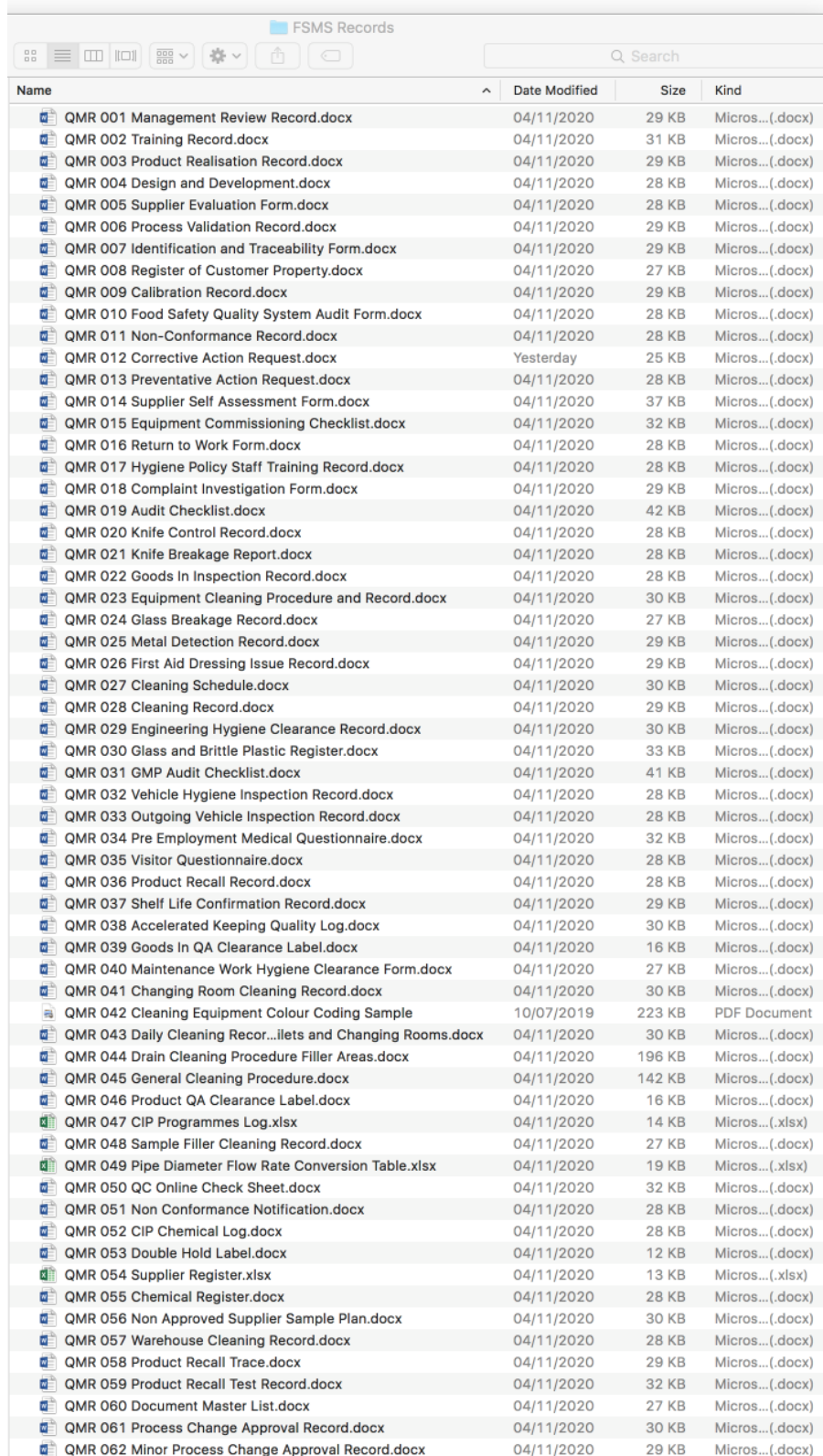
This Standard prescribes General Requirements for the Competence of Testing and Calibration Laboratories. A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format.
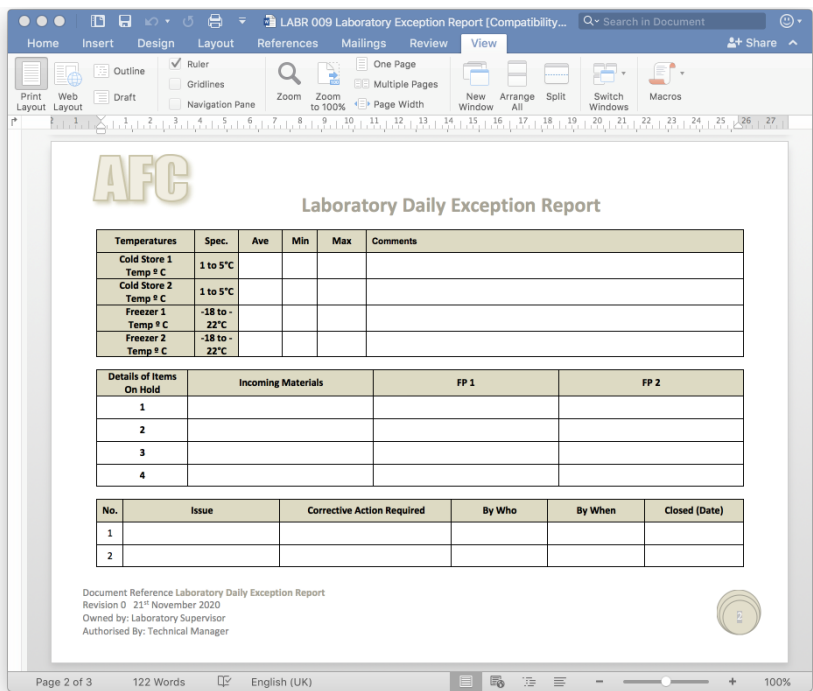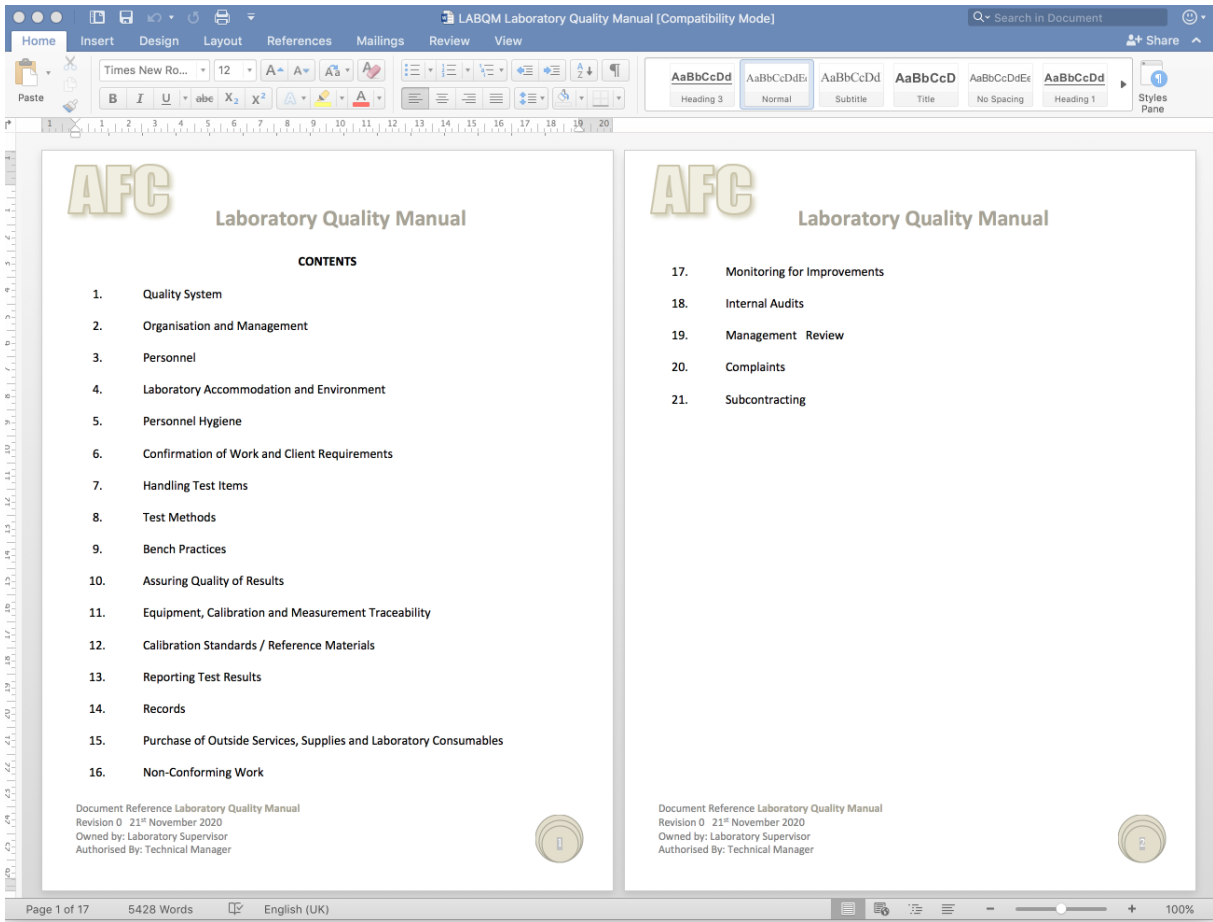
The next folder to open is the FSMS Records Folder

There is a comprehensive range of easy to use food safety record templates:

The next folder to open is the Training Folder

Sample training matrix templates are provided.

An extensive set of IFSQN PowerPoint Training Presentations are here:

Introduction to ISO 22000:2018

This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.
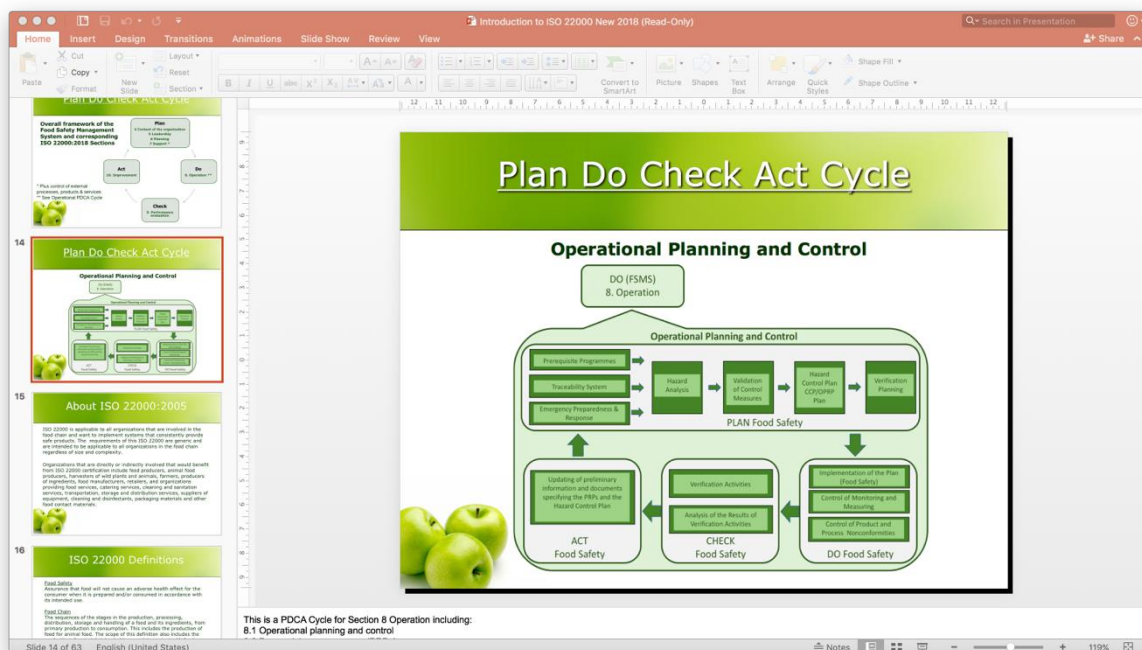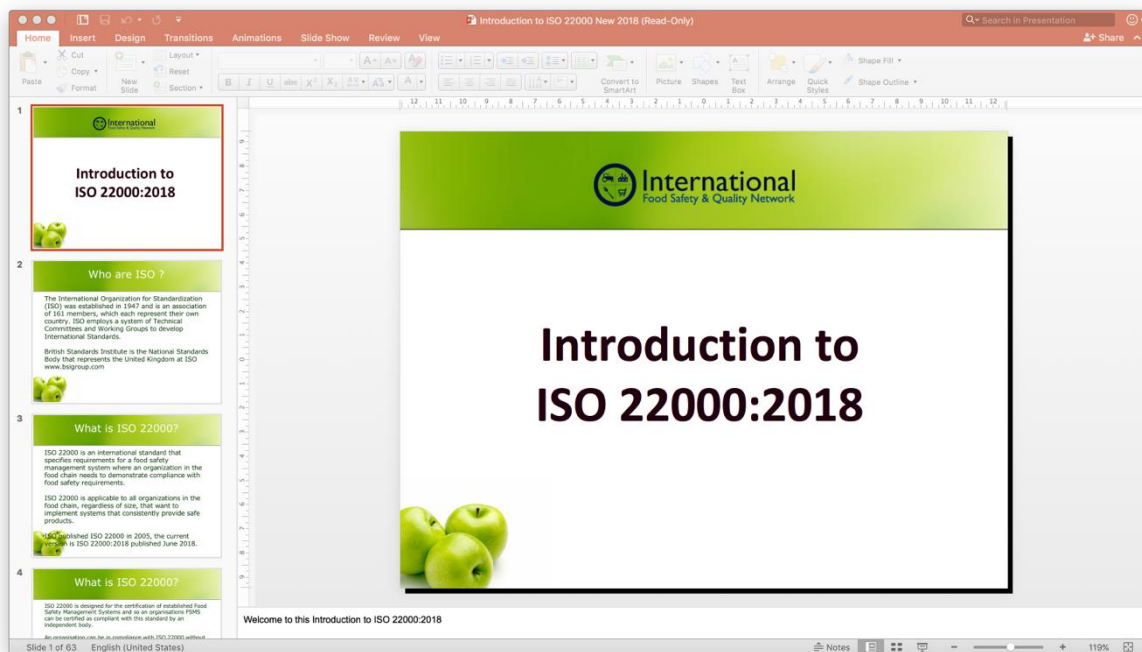
ISO 22000:2018 Documentation Requirements

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System.
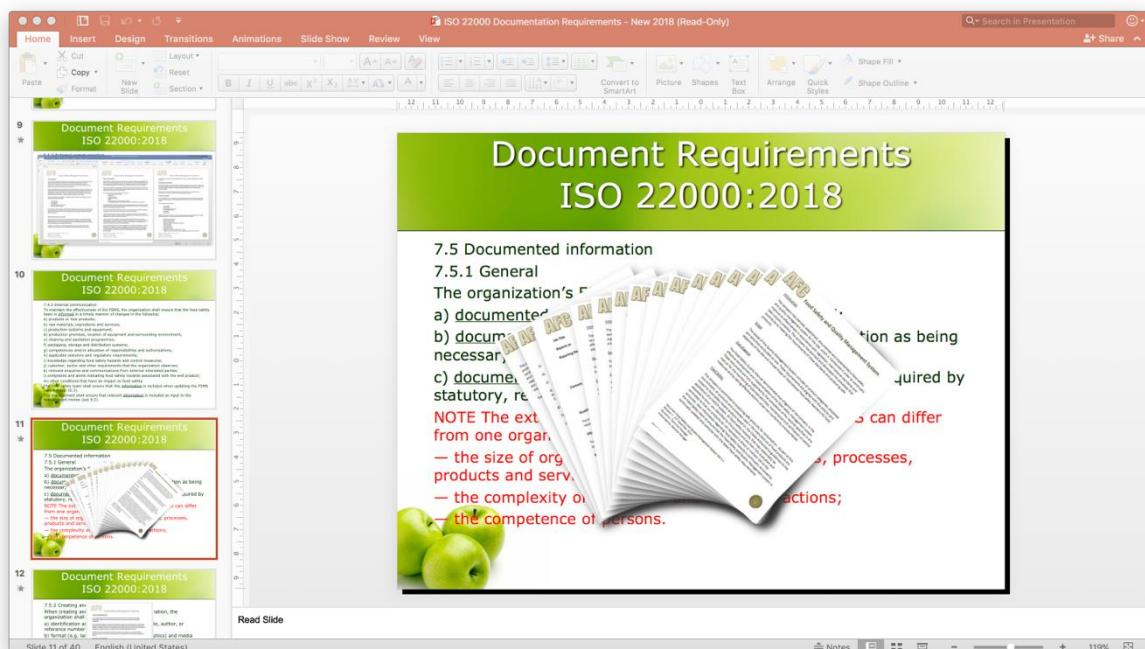
Good Hygienic Practices/Prerequisite Programmes Training

The Prerequisite Programme documents should be edited and procedures implemented as per the plan and relevant training given.
It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Updated in consideration of CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition
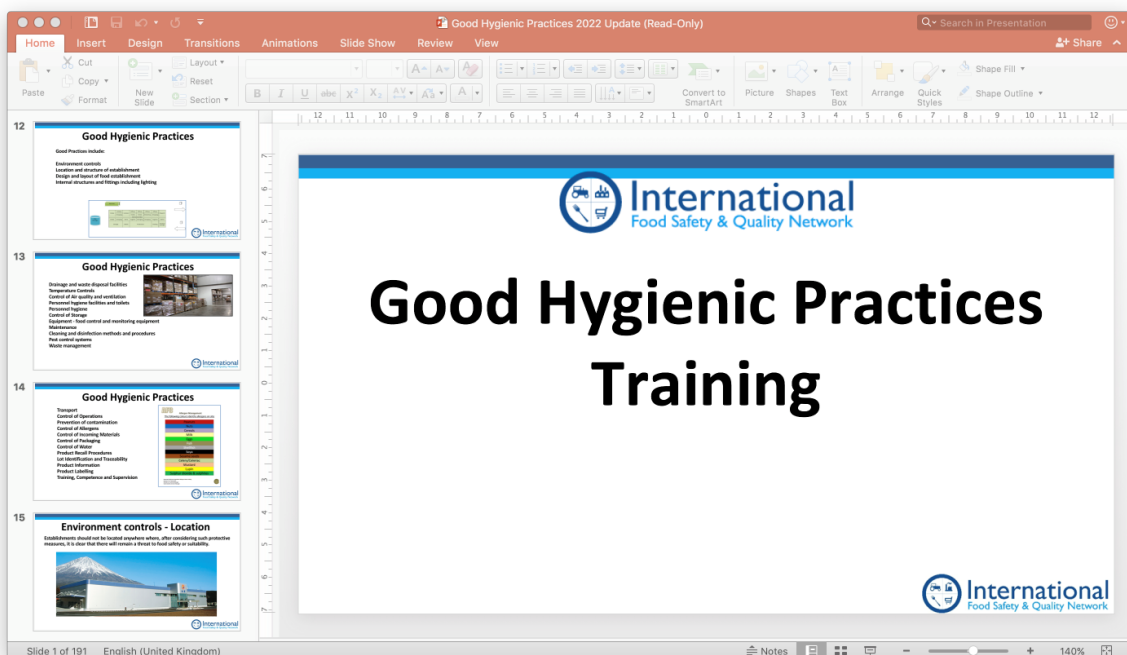
Prerequisite Programmes as per the requirements of ISO/TS 22002-1
Prerequisite programmes on food safety -- Part 1: Food manufacturing
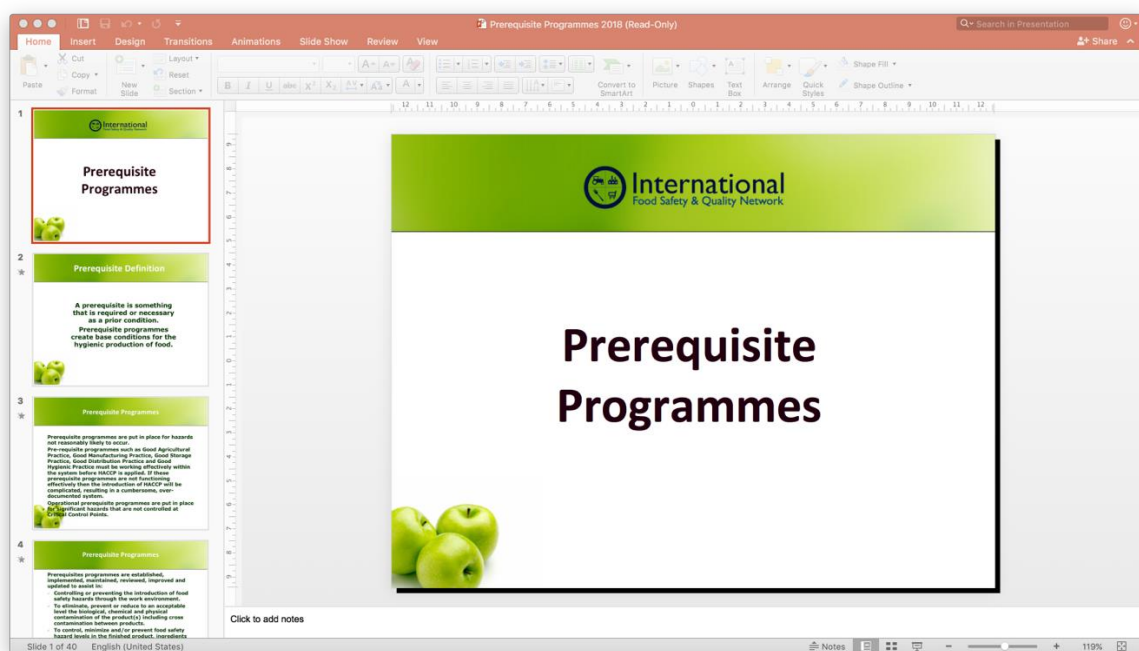
HACCP Training Guide ISO 22000:2018 Version

An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team.
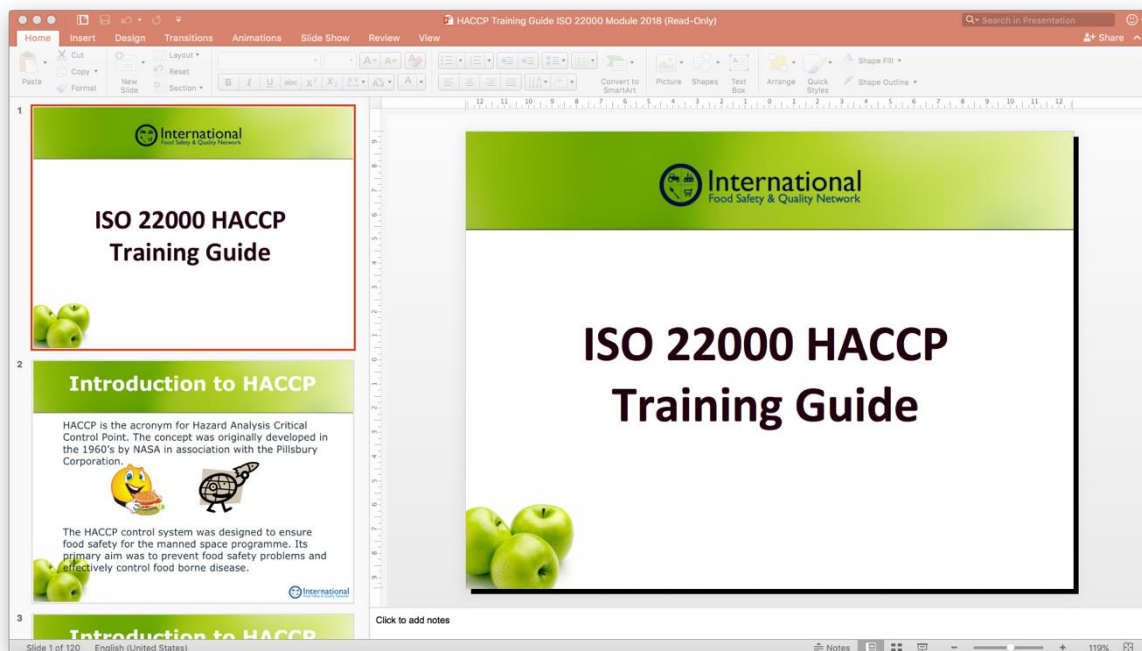
FSSC 22000 Additional Requirements Version 5.1

A PowerPoint explanation of the FSSC 22000 Additional Requirements Version 5.1 requirements for certification and hoe the documents supplied comply with these additional requirements.
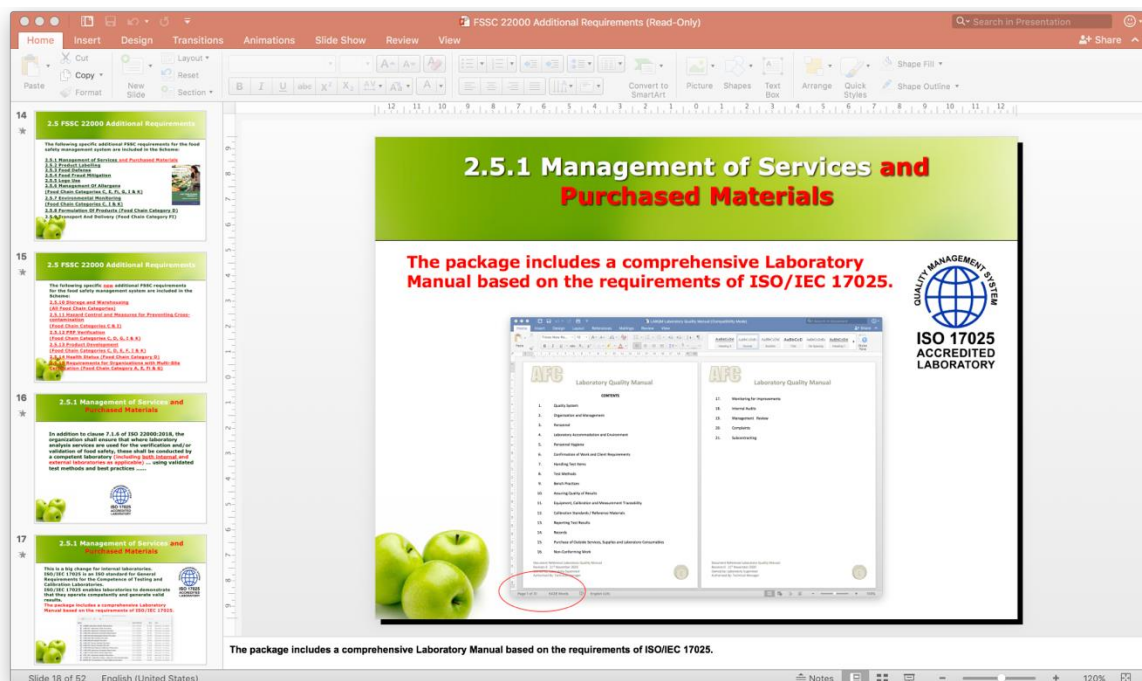
GMP Auditor Training Guide

FSSC 22000 Certification Scheme Additional Requirements Version 5.1 include 2.5.12 PRP Verification and the requirement to establish, implement, and maintain routine site inspections/PRP checks.
This PowerPoint training presentation of a GMP Audit/Facility Inspection System is included.

Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus there are verification records.

ISO 22000 Audit Plan with Risk Rating

ISO 22002 Audit Plan with Risk Rating

Facility Inspection Schedule

Facility Inspection/GMP Audit Form

Free online support via e-mail

Finally, remember that we provide online support and expertise to guide you in developing your FSSC 22000 Food Safety Management System.

Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages